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HR-10,7

1 May 1964

MEMORANDUM FOR: O/DD/S&T Personnel

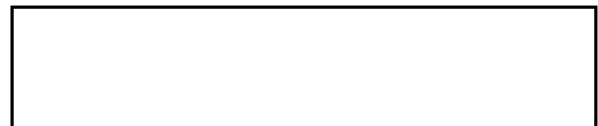
SUBJECT : Mailing Procedures

1. All correspondence originating with or being dispatched from the Immediate Office of the Deputy Director for Science and Technology will be routed through the DD/S&T Registry without being enveloped regardless of security classification or codeword content unless it is determined to be "Eyes Only" material. This does not obviate the need for the appropriate cover sheets.

2. Sealed envelopes marked "Eyes Only" will not be opened by Registry. The contents of "Eyes Only" envelopes must be identified on the face of the envelope preferably by document number and date. In the case of "Eyes Only/Codeword" content, in addition to the document number and date, the envelope will contain the following statement:

"THIS ENVELOPE CONTAINS CODEWORD MATERIAL"

3. Material requiring special handling should also be clearly marked "Hand Carry."



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Chief, Administrative Staff
DD/S&T

Distribution:

All Front Office Personnel,
Support Staff,
Registry

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